

Running Partner / Application renewal Guide

A multi-year application with the Karl Kahane Foundation (KKF) can be completed by current partners who have been invited to re-apply for a grant in an upcoming application cycle. Before filling in the application form.

Tips for Filling Out the Online Form

- Read the instructions and introductory remarks before starting.
- Active partners are eligible to renew their funding for up to five consecutive years by using existing application data. Following this period, a new application is required to start the cycle again (ie. 1st Year Application).
- To save you time, we have pre-filled many of the fields with data from your previous application. Please review and update as needed.
- Use the "Next screen" button or the section names on the left to navigate.
- Click "Save and Exit" anytime to save your progress and return later.
- If you have any questions, you can consult our [KKF Frequently Asked Questions \(FAQs\)](#) or our [Optimy FAQs](#). Note: The KKF FAQs cover content and grantmaking strategy, while the Optimy FAQs address technical questions about the application form.

Please read through the following sections for detailed instructions on each question.

PROJECT FUNDING & RUN TIME

Many of the questions will be autofilled with your answers from your previous application.

Project name

- Confirm the official name of the project.
- If there is no official name, please describe the project in max. 100 characters.

Project's thematic focus area

- Confirm the project focus area which best applies to your project.
- For focus area definitions, please visit our FAQ Page: <https://www.kahanefoundation.org/faq/>.

Project location

- Confirm country: indicate the country in which the project is to be located/ based/ implemented. If multiple focus countries apply, please indicate the most important country/the country where the majority of the project is implemented.

- If your project location differs from the organisation's location (i.e. the headquarters for INGOs), please focus only on the project's location here.
- Confirm location: indicate the city, town or area in which the project is located. If multiple focus locations apply, please indicate in max. 100 characters.
- Confirm regional focus area: Select the regional focus area which best applies to your Project. For a detailed list of countries included in our regional focus areas, please visit our FAQ Page: <https://www.kahanefoundation.org/faq/>.

Project description

- Confirm the description of the project including a summary of the goals, what inspired the project, what problems/issues you are addressing, and the general goals and methods. This can also include information on why the project should continue.

Costs

- Confirm the total budget of the project: indicate the total budget of the entire project including all costs. You will be asked to go into further detail regarding the budget later in the application process. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Confirm the funding requested from the KKF: indicate the amount of funding being requested from the Karl Kahane Foundation/ the amount you are applying for regarding your project.

Changes in the amount of funding requested

- With reference to last year's application for funding, describe any changes made in the total budget and/or in the amount of funding requested. If the amount of funding has changed compared to last year, please also indicate why.

Project budget and financing plan

- Unfortunately file uploads from previous years cannot be displayed here. In case you need support retrieving file submissions from previous applications, please contact a member of the KKF team.
- Fill out a financial and budget plan according to our template. The template can be downloaded from the application form. Follow the directions as indicated in the "BUDGET AND FINANCIAL PLAN GUIDE" box in the top right of the Template. Use the example provided on sheet 2 as a reference for the format. Save the filled in template as a pdf and upload it again as part of your application.
- Please note that only pdf versions of the project budget can be uploaded. You will get an error message if you try to upload an Excel document.

Project duration and plan

- Indicate the period for which you are requesting funding (also called the "funding period"). Generally, "running project" applicants will have already discussed the question of the funding period length with the KKF Team.

- Indicate the first year in which funding from KKF was received for the project
- Confirm the overall running time of the project as a whole: include when the project started, as well the project's planned completion date or expected running time. This is meant to represent the project as a whole, and not just the funding period in question.

Sustainability and financial outlook

- Confirm if and how you are addressing questions of financial sustainability within your organisation and project by addressing the following factors:
- *Financial sustainability*: Describe what will happen to the project in case of insufficient funds? Are there alternative plans? How are you ensuring that your organisation and project are financed sustainably?
- *Funding sources*: Name any confirmed additional sources of funding (if applicable). Who did you apply to and why? Include the name and website of funders if applicable, and since when they have been supporting the project and your organisation. Please also indicate these amounts in the budget and finance plan.
- *Efforts to find other sources of funding*: Have you applied for any other funding that is not yet confirmed? This can include funding from other foundations or organisations, government funding, crowdfunding, private investors, ect. If no other applications have been made, please indicate why? If you have applied for other funding, please also indicate these amounts in the budget and finance plan.
- *Potential risks*: Describe what you have identified as potential risks in your field of work/within your project that might impact your short- and mid-term planning and budget and how are you addressing and/or prioritising these risks. What are some of the potential risks that could increase costs and impact the planning of your project and how will you navigate these risks?

PROJECT CONTEXT, GOALS & ORGANISATION

Project context developments

- Confirm the list and description of any contextual factors (e.g. regional, political, environmental, socio-cultural and/or economical) and challenges that might influence your work. How are you/ will you be addressing these points through your work?

Goals

- Confirm the list of specific project goals (other than the general/overall project goals) for the coming year and briefly describe how these will be achieved. Indicate any significant changes to the specific project goals since the beginning of the project.

Project challenges

- Confirm the list of specific project challenges for the coming year and briefly describe how these may impact your organisation and/or the project. Indicate any significant changes to the specific project challenges since the beginning of the project.

Target group observations/developments

- Confirm what you determine to be the most important developments you have observed/measured with regards to the project's target group(s) throughout the implementation of the project since its start. Please list any direct and indirect benefits.

Systemic change

- Confirm how your work addresses / how it has addressed systemic or structural challenges: (How) are you contributing to long-term and systemic change or where do you see potential to do so? If systemic change is not part of your project/organisational goals, please mention this in your answer.

Inclusiveness

- Confirm if and how your organisation and the program are inclusive and equally accessible to all those who would actually need it, regardless of ethnicity, race, gender identity, sexual orientation, age or disability. This can include topics such as accessibility for persons with physical disabilities, diversity, equity and inclusion policies, cultural sensitivity, linguistic accommodations, hiring practices etc. Describe if and how this has changed over the course of the last funding period. If this aspect has not been considered in the project plan until now, how might it be included with an indication of any associated costs.

Legitimacy/auditing

- Confirm your organisation's process of evaluating and improving the effectiveness of risk management, control, and governance processes.

CAPACITY STRENGTHENING

Capacity Strengthening (if applicable)

- Description of Activities: Please describe the Capacity Strengthening activities you are planning to conduct. You are free to choose which Capacity Strengthening activities you think would be most useful and needed in your organisation. Activities that have been requested and approved in the past include, but are not limited to: Fundraising training (i.e. team training or by hiring additional help/a consultant), strategic development (i.e. a team retreat, working with a consultant), improving hiring processes (i.e. HR), support by external consulting for various topics, work with beneficiaries (i.e. trainings, internal reviews), strategic advocacy (i.e. consortiums, strategic partnerships and policy impact to scale own impact), scaling activities, hiring of board members, activities to improve well-being of team/organisation, legal support, relevant skills development or support in digitisation of organisational processes.
- Costs of activities: Indicate the amount of funding needed for the activities. Please keep in mind the maximum possible amount per grant mentioned on the site. Outline the total budget for your Capacity Strengthening activities and the amount you would like to request from the KKF. If the budget for the entire activities is bigger than your

request from the KKF, please indicate the entire budget as a whole. Note that you can only apply for Capacity Strengthening in Swiss Francs (CHF).

- Project budget and financing plan: Fill out the financial and budget plan according to our template. The template can be downloaded from the application form. Follow the directions as indicated in the "BUDGET AND FINANCIAL PLAN GUIDE" box in the top right of the Template. Use the example provided on sheet 2 as a reference for format. Note again that you can only apply in Swiss Francs (CHF), so please adjust the Budget Plan accordingly. Save the filled in template as a pdf and upload it as part of your application.
- Project duration and plan: Indicate the period for which you are requesting funding i.e. the period in which you would like to conduct your Capacity Strengthening activities. Please note that we generally ask grantees to implement their Capacity Strengthening activities and use the associated funds within 18 months after having received them (please contact the KKF team if you need an extension, as exceptions are possible).

Additional remarks on Capacity Strengthening

- Is there anything else which you feel we should know when considering your application?

BANK ACCOUNT INFORMATION

Bank Information

- Please check the bank information we have from you from the previous application and adapt if necessary.

Additional field

- In case of further information necessary for the transfer, use the additional field.

SUMMARY

Summary

- Please check all fields and the information you filled in. If you cannot submit your application, it might be because mandatory fields have not yet been filled in. In this case, a corresponding message should appear at the bottom of the page.

In case of any questions, please email the KKF team.